



The City of Santa Clara
California

EMPLOYMENT OPPORTUNITY

POLICE OFFICER #22-98-650-C

Open/Competitive
(Continuous Recruitment)



MONTHLY SALARY RANGE:

\$7,741 - \$9,406 (Longevity Pay up to \$9,877)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Age: Must be at least 20 years of age and 21 years of age at time of appointment.
- With no experience:
 - completion of sixty (60) semester units or ninety (90) quarter units of academic level courses at an accredited college or university, and
 - possession of California Commission on Peace Officer Standards and Training Basic Peace Officer Academy Certificate
- With two (2) years full-time, paid, recent police experience with a sheriff's department, state police, highway patrol, or municipal police department:
 - completion of thirty (30) semester units or forty-five (45) quarter units of academic level courses at an accredited college or university, and
 - possession of the California Commission on Peace Officer Standards and Training Basic Peace Officer Academy Certificate.

Proof of possession of the required education must be provided. Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test. Lateral candidates out of California or candidates who have not completed a California Police Academy, and do not have the California Commission on Peace Officer Standards and Training Basic Peace Officer Academy Certificate, should apply for the Recruit Police Officer position.

PHYSICAL REQUIREMENTS:

- Must possess the strength and physical ability necessary to perform the essential functions of the position
- Vision requirements: vision including color, night, depth, and peripheral vision sufficient to perform all of the essential functions of the position; visual acuity of not less than 20/80 vision in each eye uncorrected, and corrected to 20/30 in each eye.

EXCEPTION: Applicants with correction afforded by soft contact lenses are exempt from the minimum uncorrected vision standard of 20/80, provided their corrected vision is 20/30 in each eye. Hearing, speech, and mental capabilities sufficient to perform all of the essential functions of the position.

LICENSE(S) AND OTHER REQUIREMENTS:

- Possession of an appropriate, valid California driver's license is required at time of appointment.
- Pursuant to Government Code Section 1031, applicants must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
- All candidates will be required to pass a City background investigation, which will include fingerprinting and may include polygraph and/or psychological testing.
- A medical examination will be required prior to appointment.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

Required to work a basic work-week consisting of four 10-hour work-days. May be required to work odd and unusual hours, including weekends and designated holidays, and to be subject to call-back in the performance of job duties.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://www.santaclaraca.gov/hu_resources/hr_employ_opportunities.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

FILING AND EXAMINATION DATES:

Applications are accepted on a continuous basis as established by the Civil Service Commission. Examination dates are established when vacancies occur and/or as soon as a sufficient number of qualified applications are received. Examinations will be given only in Santa Clara, CA. Formal completed applications must be sent to the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050. Fax # is (408) 247-5627.

Revised December 26, 2007

DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

22-98-650-C

RECRUITMENT NUMBER

POLICE OFFICER #22-98-650-C (continued)

EXAMINATION WEIGHT:

Written Examination	- Qualifying
Oral Examination	- 100%
Performance Exam	- Qualifying

All candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. Only those candidates who place high enough on the Eligible List to be realistically considered for appointment to the position of Police Officer will be processed further. Of these candidates, only those who pass the polygraph and psychological examinations, the performance examination (physical agility test), and the background investigation will be given a conditional offer of employment. If given a conditional offer of employment, successful candidates must also pass additional polygraph and psychological examinations, as well as a medical examination prior to appointment. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Possession of the following at a level necessary to do police work: Interest in Police Work; Ability to Take Orders; Ability to Take Responsibility; Self-Control; Ability to Communicate Effectively; Ability to Make Reasonable Decisions Rapidly; Willingness to Arrest People; Ability to Learn; Emotional Stability; Ability to Problem Solve

Complete descriptions of the knowledge, skills, and abilities listed above can be obtained from Human Resources or http://www.santaclaraca.gov/hu_resources/plce_officer.html

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. Under general supervision, patrols an assigned area in radio car, on motorcycle, on bicycle, or on foot; answers calls for protection of life and property in the enforcement of City, County and State laws; as assigned, conducts preliminary or follow-up investigations on prowlers, burglaries, thefts, robberies, accidents, deaths, and other disturbances; identifies problems or issues that are important to the community, and seeks resolution of such problems through the resources of the Police Department, other City Departments, and/or other governmental or private agencies; directs traffic, including regulations of vehicle flow at times of emergency or congestion; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices, and issues citations and makes arrests as required; books, searches and questions prisoners; issues parking citations; collects and presents evidence and testifies at hearings and in court in connection with criminal prosecutions; serves warrants and subpoenas; prepares reports of arrests made, investigations conducted, and illegal incidents observed; patrols business districts at night and checks doors and windows of business firms; gives information and directions to the public; addresses meetings at community organizations and schools; may occasionally assist in maintaining police records and may operate headquarters radio-telephone equipment; escorts prisoners to courts, county jail, juvenile hall, or from other jurisdictions; operates radio-telephone; collects bail and issues receipts; may train and supervise Community Service Officer; may supervise and train new personnel as assigned; and does related work as required.

VETERAN'S PREFERENCE POINTS:

This position qualifies for Veteran's Preference Points. Applicants who have separated from service (Active Duty Status) must submit proof of honorable discharge (Form DD214) with their application.

VOLUNTEER PREFERENCE:

City of Santa Clara volunteer Reserve Police Officers serving at least one year immediately preceding the date of application are entitled to request preference points. An applicant must file **with** his/her application a letter signed by the Chief of the Santa Clara Police Department, stating that he/she has satisfactorily completed the reserve training program.

BENEFITS:

Benefit information available from Human Resources or <http://www.santaclaraca.gov/pdf/benefitunits/BenefitInfo2.pdf>

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 Warburton Avenue
Santa Clara, CA 95050